

# Wells Gray Community Forest Corporation Policy

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**Policy Title: Contract Services Policy: General Manager**

**Policy Number: 2012-6**

**Date Approved: Revised January 1 2013**

**PURPOSE:** To establish a **Contract Services Policy: General Manager**

**POLICY:**

WHEREAS efficient functioning of the Wells Gray Community Forest Corporation (WGCFC) is dependent upon a clear documentation and understanding of the roles of the Board and the Contract General Manager (GM),

THEREFORE be it resolved that the WGCFC establishes the following Policy defining the Contract terms for the GM.

**SECTION 1 – CONTRACT SERVICE DELIVERABLES**

The WGCFC contracts with the Contractor to provide management services focused consistently on the Corporation’s Mission Statement that include the following:

1. Develop, implement and monitor an Annual Plan and Budget (AP&B) and report on these as per WGCFC Policy.
2. Manage forest planning (operational and strategic), harvesting, road and silviculture operations compliant with legislation and WGCFC Policy.
3. Develop, maintain and implement the Forest Stewardship Plan (FSP) and Management Plan (MP) as required by legislation.
4. Manage and monitor operations in accordance with WGCFC Policies and commitments made in the Strategic, Forest Stewardship, Management and Annual Plans and the Community Forest Agreement (CFA).
5. Consult with the Board appointed Operations Team (OT), the contracted Register Professional Forester and other technical and professional services as resources.
6. Maintain effective relationships with the public and with Government representatives related to CF operations.

## **SECTION 2 – REPORTING ON CONTRACT DELIVERABLES**

### **2.1 To the Board**

1. The Contractor reports in writing to the Board monthly or as requested by the Board on the progress of this Contract. This report will be presented prior to, and reviewed at, the monthly Board meetings unless otherwise determined by the board. Items pertaining to the AP&B will be reported as per Section 4.4.
2. The Contractor will maintain a daily work journal, which is the property of the Community Forest, documenting legal and non legal decisions and the work related to the Corporation pertaining to this Contract. This is to be filed in the CF's office. The Board controls access to this journal.
3. The Contractor will act as a public spokesperson for the Corporation when requested by the Board President.

## **SECTION 3 – ANNUAL CONTRACT EVALUATION**

- 3.1 The Board Executive will conduct an annual evaluation of contract fulfillment with the Contractor utilizing the “Annual Contract Evaluation” document.

## **SECTION 4 – GENERAL MANAGER CONTRACT RESPONSIBILITIES**

### **4.1 CFA License**

1. Ensure a high level of forest stewardship of the Community Forest by meeting the requirements of the *Forest and Range Practices Act*, and the *Forest Practices Code Act of BC* and pursuant regulations;
2. Ensure that the required Professional Forester's obligations under the *Foresters and Forest and Range Practices Acts of B.C.* are met.
3. Ensure the Annual Allowable Cut (AAC) is determined using provincially accepted procedures.
4. Ensure the AAC is consistent with CF objectives which include other resource values.
5. Participate, when requested by the board, in presentations to Government and complete appropriate follow up where required.

### **4.2 Forest Stewardship Plan (FSP)**

1. Develop the FSP in consultation with the Operations Team (OT) that clearly communicates Results and Strategies to be followed during industrial activities on the CF tenure.

### **4.3 Management Plan (MP)**

1. Develop the MP, in consultation with the OT, which is consistent with legislative requirements.

#### **4.4 Annual Plan and Budget (AP&B)**

1. Develop the first draft of the AP&B through planning session(s) starting no later than September 1 and completed by end of the first week in October. Identify:
  - the following years harvesting and projected revenue.
  - the current year's projects that will carry over into next fiscal year.
  - any new projects requiring expenditures during November and December.
  - any significant over or under expenditures from the current year.
2. Develop the 2<sup>nd</sup> draft (95% completion) using the AP&B Documents 1-9.
  - Use the Oct 31 financial year end.
  - Confirm last year's expenditures by code.
  - Confirm projects and amounts that carry over.
  - Confirm new projects and associated cost estimates.
  - Project expenditures for all budget codes for the following year.
  - Present the draft at the November board meeting.
3. Finalize the Plan documents (utilize the Nov financial statement for the funds-on-hand #) and present to the Board for approval at its December meeting.
4. Implement and monitor the AP&B against key assumptions made during the preparation of the AP&B with the assistance of the OT. Report quarterly. Advise the board of substantive variances or opportunities that have arisen due to changing environmental or economic conditions. Report monthly.

#### **4.5 Strategic Plan**

Participate with the Board-appointed Strategic Planning Committee in the development and implementation of the Strategic Plan.

#### **4.6 Manage the CF License's Annual Allowable Cut (AAC)**

Maintain a detailed method of documenting WGCFC cut against the AAC. See tracking forms documented in Section 4.9.2.

#### **4.7 Manage Standing Timber Inventory (STI)**

1. Follow the Corporation's STI Policy 2012-11.
2. Layout a minimum of the annual allowable cut each year.
3. Maintain an efficient method of CP and block management with the MOF and other approval entities to ensure harvest blocks are ready to advertise and harvest at the appointed times.

#### **4.8 Manage Roded and Developed Inventory (RDI)**

1. Manage the RDI as per Policy 2012-11 Sect 4.

#### **4.9 Manage Harvest Operations**

1. Identify log requirements with potential purchasers of CF timber.
2. Prepare competitive timber sales to realize opportunities to maximize revenues from the sale of logs and other products.
3. Be receptive to proposals for value-added manufacturing and local processing of timber from the CF.
4. Ensure a margin analysis is completed on cut blocks to identify the \$/m<sup>3</sup> margin within the AP&B process.
5. Develop Steep Slope Logging Plans as required.
6. Ensure compliance with established standards for timber harvesting and hauling.
7. Develop and maintain a load tracking system (to be developed)
8. Develop and maintain a stumpage and royalty tracking system.
9. Conduct contractor sign-ins to work sites.
10. Conduct final inspections of work sites.
11. Conduct activities associated with ensuring Contractors have Safe Company Certification with BC Safety Council.
12. Ensure Harvesting Operations are conducted in accord with Government and WGCFC standards.

#### **4.10 Manage Silviculture Operations**

1. Follow the Corporation's Silviculture Accrual Policy 2012-9.
2. Ensure compliance with established standards for silviculture by independent contractors.
3. Explore opportunities for improving growth, intensive silviculture and present the case for the same to the Board.
4. Identify potential opportunities for receiving external funding for projects, intensive stand management etc
5. Develop a list of shelf ready projects.
6. Ensure the following operational requirements are met:
  1. Purchase of seed,
  2. Growing of planting stock
  3. Prepare sites for planting where necessary,
  4. Carry out reforestation program requirements (plant and/or natural)
  5. Conduct required surveys (planting quality, regen and follow up surveys (2<sup>nd</sup> and 8<sup>th</sup> year, free to grow yr 10)
  6. Maintain the silviculture data base- Phoenix.

#### **4.11 Manage Forest Health**

1. Protect the forest resource by regular surveillance activities to detect and appraise the significance of any forest insect or disease in or around the CF.
2. Recommend appropriate action in consultation with the MOFLNRO.

#### **4.12 Public Involvement**

1. Build effective relations with the community including resource users, contractors, employees of government ministries and agencies and District of Clearwater.
2. Add value to the land base through referrals and collaboration with other businesses, stakeholders, volunteer groups, recreational associations, tourism operators etc;
3. Work cooperatively with CFAC.
4. Prepare for and participate in the annual public meeting.
5. Prepare and participate in field trips.
6. Engage with the schools in appropriate CF related activities.

#### **4.13 Relationships with Government Staff**

1. Maintain excellent relationships with Government representatives.
2. Invite and host appropriate Government personnel in field trips to the CF to illustrate performance, accomplishments and/or address current issues.
3. Invite these personnel to the WGCFC's annual public meeting.
4. Identify opportunities to work with Government to enhance the CF operations.

#### **4.14 Contract Management**

1. Maintain Contract Templates for the Corporation's Activities.
2. Follow the Contractor Selection Policy 2012-10 and Contract Management Policy 2012-12.
3. Maintain an annual local eligible contractor list for all forestry, silviculture, logging, road building and road maintenance operations.
4. Prepare documentation for direct award contracts for specified work and make recommendation for award to the Board.
5. Supervise all Corporation Contracts, efficiently coordinating the day-to-day operations and activities of the Corporation;
6. The GM is pre authorized to make purchases or enter into contracts up to \$5,000 in consultation with the President. These contracts will be brought to the next board meeting.

#### **4.15 Accounting System**

Work with the **WGCF**C Treasurer to:

1. Maintain revenue and expense codes to capture required detail.
2. Use codes to develop AP&B detail.
3. Code revenues and expenses by month to allow monthly documentation and reporting of expenditures against the AP&B.

#### **4.16 Mapping System**

Maintain a mapping system that allows:

1. CF spatial data to be managed efficiently.
2. Data access to conduct planning and operational activities efficiently.
3. Data access for presentation purposes.

#### **4.17 Phoenix System**

1. Maintain the Phoenix Data Management System that records, stores and schedules both historical and planned silviculture activities. The system tracks obligations both completed and outstanding. The WGCF Board has chosen DRS Systems to provide this Phoenix data management service to the WGCF. This data is stored offsite by DRS Systems.
2. Conduct updates and milestone declarations to the MFLNRO Results database, utilizing the links provided in the Phoenix Data Management System.
3. Keep the Obligation Summary for every block opening up to date.
4. Provide updates to the yearly scheduling regime of activities for each opening.

### **SECTION 5 – Operations Team (OT)**

1. The GM will be a member of the OT.
2. The OT will be a resource for the GM on forestry/operational matters.
3. See Operations Team Policy 2012-7.

### **SECTION 6 – LIMITATIONS**

The Manager shall not:

1. Engage in illegal activities.
2. Make public statements or take part in public demonstrations which may tend to reflect negatively on the Corporation during the term of his Contract.
3. Engage in activities that are potentially detrimental to the Corporation, without first discussing them with the President of the Board or the Board as a whole.

4. Use information acquired in the course of duties that is in conflict with the Corporation's interests.
5. Divulge the contents of work regarding sensitive and/or confidential issues performed for the Corporation under this Contract under any circumstances without the prior approval of the Board.
6. Act in a manner that is deemed to be in a Conflict of Interest as defined in the Conflict of Interest Policy 2012-4. This policy is written specifically for board members but can be applied to the GM Contract.

#### **SECTION 7 – Notification When Working on other Contracts or Unable to Attend to Corporation Business**

The Contractor will review his work plan and recommend to the Board what Corporation business needs attention during his absence.

#### **SECTION 8 – CONTRACT CONDITIONS**

The Contractor furnishes and maintains his investment in a home workplace where Corporation related work can be performed and the Contractor's tools and equipment stored.

This **Contract Services Agreement** and this **Contract Service Policy: General Manager** provide a clear framework for the contractor's operations. However the Contractor is responsible to organize and manage his time (daily, weekly, etc.) to complete the Contract Deliverables.

The Corporation recognizes that the Contractor engages in other contracts.